

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

1. Application Date JAN 20 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received 25 Jan 72 Application No. 4-72 Date Completed 25 Jan 72 FEB 3 1972 67 FEB 8 1972	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Defense Civil Defense Division Training Section P. O. Box 18055 Atlanta, Georgia 30316				4. Person to Contact Mr. Edward F. O'Connor	
				5. Working Title Training Officer	6. Tel. No. 627-2471 X20
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1 Jan 62 to 1 Jan 72		9. EXACT SERIES TITLE Civil Defense Training Files			
10. What function performed resulted in creation of this series To administer Civil Defense Training. This includes contracts for: <ul style="list-style-type: none">a. Civil Defense University Extension Program (University of Georgia)b. Civil Defense Education (State Department of Education)c. Medical Self-Help (State Health Department) <p>Reports are received monthly from each of the agencies listed above and are used as a basis for programming future training throughout the State.</p> <p>Reports of Training Completions are also received from local Civil Defense Organizations.</p>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any The monthly reports from the University of Georgia reflect the number of persons who have successfully completed courses which are technical in nature, ie, Radiological Monitor Instructor, Radiological Defense Officer, etc. The monthly reports from the State Department of Education indicate the number trained in Civil Defense Adult Education and Personal and Family survival. The monthly reports from the State Health Department reflects the number of students in the Georgia School Systems that have been trained in Medical Self-Help. This report also indicates the number of adults trained in Medical Self-Help outside the school system. Reports of Training Completions received from local Civil Defense Organizations reflect the completion of civil defense training of a non-technical nature as the courses are completed.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		8	12	0	
Legal-size File Drawers				0	
				Floor Space Occupied (Square Feet)	
				12	
				By Annual Accumulation	
				This Year's	Last Year's
				Preceding Year's	All Prior Years'
				AVERAGE DAILY REFERENCES	
				14	12

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published?
IN ANNUAL REPORT TO GOVERNOR ☒ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
- Record copies of reports for Item 10 a, b & c are maintained by Region Three OCD.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☒ YES ☐ NO
- Items 10 a, b & c operate under a Federal Contract.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

NONE

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area _____ month(s)/ 1 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>E. L. O'Connor</i>	Recommendations prepared by <i>E. L. O'Connor</i>	Approved for retention Date <i>Jack K. Brandon</i>	Records Management Officer Date <i>J. H. Bringe 3-Jan-72</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>James B. ...</i>	Date <i>2/1/72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Hart</i>	Date <i>2-3-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Sam W. Johnston</i>	Date <i>2-7-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>2-2-72</i>